



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Summer Grounds Worker LTE

**Employee Group:** Custodial and Maintenance

**Classification:** CM-LTE; Limited to 560 hours. Not guaranteed any specific work hours

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** Maintenance Worker & Director of Facilities

#### **Qualifications:**

1. High school diploma or equivalent
2. Good communication skills
3. Ability to assume responsibility, display initiative, think critically and exercise good judgment.
4. Basic computer knowledge and skills.
5. Valid driver's license

Preferred experience:

CPR/ First Aid certification

Job related experience

#### **Maintenance Worker General Responsibilities:**

Under general supervision, maintain grounds, equipment and buildings at all district locations. Performs semi-skilled and manual tasks related to landscape management, painting and other building maintenance services.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Operate equipment including that used for lawn mowing or moving equipment e.g. lawn mowers, edgers, trimmers, trailers and trucks.
2. Establish and maintain trees, shrubs, planting beds; including mowing, weeding, plant material removal.
3. Install and maintain fences, fence lines and property borders.
4. Maintain and repair district machinery and athletic field equipment.
5. Assist with movement, set up and tear down of equipment or materials for school activities as requested.

6. Remove and apply paint products, both indoor and outdoor. May necessitate use of a ladder.
7. Obey all safety rules and regulations.
8. Moves heavy items which might necessitate the lifting of heavy or bulky articles.
9. Regularly load, lift or unload supplies and materials, equipment, etc from 50-75 lbs.
10. Attends meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
11. Monitors activities in and around work areas for the purpose of preventing injuries and ensuring site safety.
12. Maintains tools and equipment inventory.

### Other Functions

- Maintain confidentiality regarding students, student records, parents, staff and any other school-related issues.
- Promote a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Facilities and/or Maintenance Workers.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Specific knowledge of landscape maintenance equipment.

Written and verbal communication in English; perform multi-step actions after written or verbal instructions.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment and tools.

Operate basic functions of computers, tablets, and mobile phones for email, work orders, mapping, diagrams, SDS system, internet use, training, printing and other computer-related applications/functions.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.

Work with specific job-related data using problem solving to identify issues and adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: significant lifting of moderate and heavy weight, carrying, pushing, and/or pulling; some climbing and balancing; frequent walking, stooping, kneeling, twisting, crouching, and/or crawling; and significant fine finger dexterity. Working around equipment and machinery having moving parts and generating heat and moderate to significant noise.

**Work Environment**

This job is performed both indoors and outdoors and under conditions with some exposure to injury and/or illness.

Employees in this position are designated essential-as-needed-personnel and as such may be required to work during emergency events, are subject to call to duty, and may be required to work beyond their normally scheduled hours with little or no advance notice.

Adopted: 4/2023